

## ACTION PLAN

**Event/Project Title:** Grant Committee **Event/Project Deadline:** Fall  
**Chairperson(s):** \_\_\_\_\_

General Task/ Desc. of Activity	Location	Steps to Completion	Others Responsible	School Contacts	Materials, with Cost	Done? Y/N	Notes (ex, modification ideas)
Announcement	MMS	Announce in June monies available for possible grants (procured through various fundraising events). Distribute application forms and give deadline for proposals.		Office Staff			June
Receive Proposals	MMS	Pick up staff proposals for review. Proposals must follow guidelines within the school's mission statement and community's values.		Office Staff			September
Evaluate Proposals							September
Presentation of Proposals	MMS	Meet as committee to evaluate each request and determine top-ranked choices	MMSA Members				October
Contact Staff	MMS	Present proposals and make recommendations at MMSA meeting. Participate in discussions and vote					October/November
		After grants are approved, Committee Chair will contact staff members and let them know the results of their proposals.					October/November